



BETTY T. YEE
California State Controller

October 20, 2017

SUBJECT: 2016-17 Special Districts Financial Transactions Report

Dear District Fiscal Officer:

This letter provides information regarding the 2016-17 Special Districts Financial Transactions Report (FTR). Government Code (GC) section 53891 requires the financial transactions of each local agency to be submitted to the State Controller's Office (SCO) within seven months after the close of the fiscal year. The report must contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

As mentioned in the September 8, 2017 letter, the SCO has revised the FTR forms and moved to a web-based reporting platform for the 2016-17 FTR. Please visit http://sco.ca.gov/ard_locinstr_districts_forms_fy1617.html for reporting instructions and information.

The SCO will be conducting training on December 15, 2017 and December 18, 2017 on how to use the new web-based reporting platform and how to complete the new FTR at our C Street office in Sacramento. Please register by sending an email to Kirsten Ford at kford@sco.ca.gov with the attendee's first and last name, email address, district, preferred training session (a.m. or p.m.), and phone number by November 1, 2017. We will accept attendees on a first come, first served basis; however, depending on the response, the SCO may limit the number of attendees from the same district and may be unable to accommodate your preferred session. After we have finalized the attendees, we will send an email confirming your registration by November 10, 2017. The SCO appreciates your participation and looks forward to seeing you at the training.

The financial reports are due January 31, 2018. Please submit the following documents to the SCO (see address on page 2):

- Financial Transactions Report
- U.S. Bureau of the Census survey form

Please visit <https://lgrsonline.sco.ca.gov/account/login> to prepare and submit your report electronically.

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Please mail the U.S. Bureau of the Census form and the FTR (if filing a paper report) to:

Local Government Programs and Services Division
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

Please note that in accordance with GC section 12464, if the reports are not made in the time, form, and manner required – or there is reason to believe that a report is false, incomplete, or incorrect – the SCO is authorized to conduct an investigation to obtain the required information. Any costs incurred by the SCO as a result of such an investigation shall be borne by the district.

GC section 26909 requires an audit to be completed and filed with our office within 12 months after the close of the fiscal year(s) under examination. As an alternative to mailing a hard copy, you may submit an electronic copy by email to SDsupport@sco.ca.gov.

If you have any questions, or need assistance with the web-based reporting platform, please contact the Special Districts Reporting Unit at SDsupport@sco.ca.gov or (916) 327-1017

Sincerely,

(Original signed by)

RENEE HSZIEH, Bureau Chief
Local Government Policy and Reporting

Enclosures